

## **SUPPLEMENTAL STATEMENT SECRET SERVICE UNIFORMED DIVISION OFFICER**

The knowledge, skills, and abilities (KSA's) identified below are important to successful performance as a Uniformed Division Officer. The extent to which you possess these factors will be evaluated by a review of your experience and training. To ensure that you are given every opportunity to provide the information needed to assess your qualifications, you must complete this form and submit it along with your Initial Application Packet. Question #6 addresses your preparation and disposition towards a career in law enforcement. If the space provided is not sufficient for your response, additional sheets of paper may be attached to this form.

### **KSA 1. ABILITY TO WORK AND DEAL EFFECTIVELY WITH INDIVIDUALS AND/OR GROUPS OF PEOPLE.**

Specify experience (work, school, volunteer organizations, etc.) in which you have demonstrated your ability to work and deal effectively with individuals and/or groups. Describe the situations you were in, specific difficulties you overcame, and the results of your efforts.

### **KSA 2. ABILITY AND WILLINGNESS TO ACCEPT RESPONSIBILITY AND MAKE DECISIONS.**

Describe experiences (work, school or others) in which you have volunteered or been required to accept responsibility and or make decisions either independently or with minimal supervision.

Name (*please print*)

Signature

Date

**KSA 3. ABILITY TO INTERPRET AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS, POLICIES AND PROCEDURES.**

Be specific about instances where instructions were not detailed or specific enough. What steps did you take to clarify and execute those instructions in order to obtain desired results?

**KSA 4. ABILITY TO WRITE LOGICALLY-SEQUENCED REPORTS.**

Describe experiences (work, school or others) where you were required to research, prepare and write logically-sequenced reports. Specify positions you have held (volunteer, paid, self-employed, etc.) where your writing skills proved to be a factor in your success.

Name (*please print*)

Signature

Date

**KSA 5. ABILITY TO PRESENT IDEAS ORALLY; SKILL IN ORAL EXPRESSION.**

Specify instances where you volunteered or were required to make oral presentations. What were the topics, settings, and types of audiences? Have you received any awards or commendations for your oral expression?

**KSA 6. WHAT IS YOUR MOTIVATION FOR BECOMING A SECRET SERVICE UNIFORMED DIVISION OFFICER?**

- Describe how your interest in law enforcement has developed, what your goals in this area are and how you have pursued them.
- What have you done to prepare yourself for a career in law enforcement?
- Why do you want to work for the Secret Service as opposed to another Federal law enforcement agency or a local (non-federal) law enforcement agency?
- If your career pattern has not been in law enforcement, why are you seeking a change now?
- If you are not accepted for employment, what are your plans?

Name (*please print*)

Signature

Date